



## MEMORANDUM

**TO:** Indiana School Superintendents and Principals

**FROM:** Patrick W. Mapes, Director, Office of Educator Licensing

**DATE:** May 1, 2009

**SUBJECT:** Teacher portfolio deadline extended to May, 2009

Due to the high volume of beginning teachers accessing their smartDESKTOP accounts, we have experienced some technical issues with the program. Our smartDESKTOP tech group is doing everything they can to keep the program running as best as it can with so many users.

Therefore, we have decided to extend the due date for portfolio submissions from Friday, May 1<sup>st</sup> to Thursday, May 7<sup>th</sup> at Noon. If you should receive any calls from 2<sup>nd</sup> year Imap teachers indicating difficulty with their smartDESKTOP program or submission issues, please express to them that we are working on the smartDESKTOP issues and we have extended the due date for submission to Thursday, May 7<sup>th</sup> at Noon.

Please direct any questions to Katie Russo at 317-234-0210.